

### **CERTIFICATION AT LEVEL 3**

To become certified at level 3, the applicant may provide proof of passing the courses listed below, or the applicant may take a comprehensive examination covering all of the courses listed in the outline. The course outline for level 3 certification is as follows:

<b><u>COURSE TITLE</u></b>	<b><u>CLASSROOM HOURS</u></b>
Principles of Appraising	30
Basic Income Approach	30
Statistics in Assessing or IAAO 300, 301 or 302	15
Personal Property or Principles of Accounting	15
Narrative Report Writing	15
Communication or Public Speaking	15
Michigan Tax Tribunal Procedures	15
Property Tax Law	15
Computer Course or Financial Calculator Course	15
Ethics and Standards of Professional Practice	15
	<hr/> 180

Submit a commercial or industrial appraisal/assessment card for approval

\*A college statistics course may meet level 3 requirements but can not be used for level 4 credit.

#### **Phone Numbers**

Appraisal Institute – (312) 335-4100

Holloway's Real Estate Institute, Inc. – (517) 394-3943

International Association of Assessing Officers (IAAO) – (312) 819-6100

Michigan Assessors Association (C. Jan Markowski) – (517) 788-4033

State Assessors Board – (517) 373-8320

07/01/2006

## **LEVEL 3**

### **Principles of Appraising – 30 hours**

IAAO Principles of Appraising – Course 101  
Appraisal Institute Course 110  
LCC PVAA 281 (BUS 281 and 282)  
Holloway's "Appraisal One and Appraisal Two"

### **Basic Income Approach – 30 hours**

IAAO Basic Income Approach to Value – Course 102  
MAA Basic Income Approach Part 1 and 2  
MAA Advanced Income Approach Part 1 and 2  
Appraisal Institute Course 310

### **Statistics in Assessing – 15 hours**

IAAO 300, 301, 302 or 310  
MAA Statistics  
Community College Statistics Course

### **Personal Property or Principles of Accounting – 15 hours**

MAA Personal Property  
Community College Accounting Course  
LCC PVAA 283 (not BUS 283)

### **Narrative Report Writing – 15 hours**

MAA Narrative Report Writing  
IAAO Narrative Report Writing

### **Communication or Public Speaking – 15 hours**

Community College Public Speaking Courses  
Dale Carnegie Course  
MAA Presenting Your Ideas Effectively

### **Michigan Tax Tribunal Procedures – 15 hours**

MAA Michigan Tax Tribunal Procedures

### **Property Tax Law – 15 hours**

MAA State Tax Commission Procedures and Property Tax Law

### **Computer Course or Financial Calculator Course – 15 hours**

Community College Computer or Calculator Course

### **Ethics and Standards of Professional Practice – 15 hours**

IAAO Standards of Practice & Professional Ethics  
Appraisal Institute 410 Standards of Professional Practice, Part A  
Holloway Uniform Standards of Professional Appraisal Practice  
MAA Appraiser Standards and Ethics

**\*\*\*\*\*STATE ASSESSORS BOARD HOME STUDY PROGRAMS ARE  
AVAILABLE FOR ALL LEVEL 3 REQUIRED COURSES\*\*\*\*\***